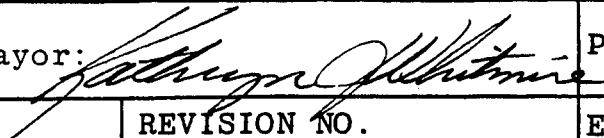


POLICY TITLE: Employment: Service Awards			NUMBER 205.00
APPROVAL: Kathryn J. Whitmire, Mayor: 			Page 1 of 1
ISSUE DATE: February 14, 1985	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: February 14, 1985

Policy Statement: It is the policy of the City of Houston to recognize long and faithful service to the City by presenting service awards to eligible employees in accordance with the guidelines set forth below.

Policy Basis: Policy statement.

Policy Amplification: All permanent full-time and part-time employees shall receive a service award (i.e. certificate, jewelry item, desk accessory, etc.) upon completion of five years of continuous service and at the end of every five years of continuous service thereafter.

Because of the size of the City workforce and overlapping anniversary dates, awards will be presented to the individual employee as proximate to his/her eligibility date as is practical.

Service awards to employees with fifteen years of service or less shall be presented by the employee's Department head. Service awards to employees with twenty or more years of service shall be presented by the Mayor of the City of Houston.

The Personnel Department shall be responsible for identifying those employees to be honored and for the ordering of awards.

Policy Compliance: All affected employees through the Department/Division Director shall comply from policy date forward.

Policy Exceptions: Policy exceptions and/or violations shall be brought to the attention of the Director of Personnel for review and recommended course of action.